

REQUEST FOR AUTHORIZATION BY PRIMARY OPERATING UNIT FOR OFFICIAL ENTERTAINMENT

TO:

Expenditures of more than \$1,000 to be paid by Gifts and Bequests Fund must be sent to Chief Financial Officer (CFO) and Assistant Secretary for Administration; \$1,000 or less can be approved by an authorized official within primary operating unit.

FROM:

(Name and Title)

(Signature and Date)

1. Description of Function *(Include date and place)*

2. Justification

Project is essential to further objectives: ☐ Yes ☐ No

Objective could not be furthered as effectively without project: ☐ Yes ☐ No

Briefly explain why costs are reasonable:

3. Estimated Cost *(Attach separate list of individual items and amounts.)*

\$ _____

4. Source of Funds

☐ Appropriated Funds

☐ Gift and Bequest Funds

☐ Mutual Educational & Cultural
Exchange Act (MECEA)

5. Guest List *(Attach separate list including title and affiliation of each non-Government attendee.)*

6. Government Attendees *(Attach separate list including Department affiliation and title of each individual.)*

If more than 50% of total attendees are Federal employees is the function primarily for the benefit of the Government rather than the employees?

☐ Yes ☐ No

7. Clearances

Initials

Date

Program Deputy Assistant Secretary *(If appropriate)*

Budget Officer-Funds Available: ☐ Yes

☐ No

8. Primary Operating Unit ☐ approval ☐ disapproval

9. Office of the Secretary ☐ approval ☐ disapproval

Title

Date

CFO & Assistant Secretary for Administration

Date